

FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the position of chief officer for the fire department. The Fire Chief is directly responsible for the organization and administration of the department, for managing fire suppression activities, for the supervision of all departmental personnel, both full time paid and volunteer, for financial planning and budgeting of funds, and for public relations. The incumbent of this class is also responsible for providing for employee training and for developing and administering a fire prevention program. The Fire Chief has the authority and responsibility to carry out the duties of the position independently and is accountable to the fire protection district advisory board, who reviews and evaluates the work of this class.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages all the operations of the fire department. Develops management policies, and determines goals and objectives for the department. Organizes the department by creating a structure to provide fire protection services for the community. Monitors any local conditions which may create situations the department may be called upon to handle. Develops methods which may be used to evaluate productivity or effectiveness, and uses these methods to evaluate and make decisions concerning department operations. Compiles, organizes, and analyzes data needed and writes reports required to document department activity.

Uses information developed in performance evaluations to make personnel decisions. Establishes and maintains a balance of meeting employee needs with meeting organizational goals. Develops a report review system to be used as an inspection process for analyzing the quality of fire service.

Manages the operation of the general accounting system for the department. Authorizes the expenditure of funds allocated for fire department operation. Prepares a departmental operating budget, including procedures such as collecting and analyzing necessary fiscal information and preparing revenue and expenditure estimates.

Promotes a positive public image of the work of the department in the daily performance of duties. Serves as official department representative at any required meetings in order to give reports, offer advice, make recommendations, and keep informed on local trends that may affect the fire service. Acts as department representative to the news media. Handles complaints from the public concerning fire department operations or concerning procedures related to the handling of emergency medical services. Determines target areas for fire prevention or public education efforts.

Supervises subordinate department personnel. Reviews work to be done and delegates assignments, outlines duties and responsibilities for subordinates, sets task priorities, evaluates work performance, and writes employee evaluation reports. Inspects the appearance of department equipment and personnel to insure that these meet departmental standards for safety and propriety. Provides for good housekeeping and takes action to control hazards; trains subordinates in safety. Handles employee complaints and grievances, and counsels employees who are experiencing work problems. Maintains discipline.

Evaluates training needs, establishes a training program for the department, and maintains the program by seeing that it is properly staffed and supplied with training resources. Provides for and oversees a communications system for the department. Prepares specifications on new fire department equipment for public bids.

Develops and implements an emergency management system based on an identification of potential hazards facing the jurisdiction and an assessment of the capabilities for dealing with those hazards. Directs and controls fireground operations, making decisions on strategy, and directing and monitoring intermediate command staff members. Directs the handling of emergencies involving hazardous materials. Develops and maintains a system to provide for organized, rapid care to persons suffering from injury or illness. Establishes and implements effective fireground communications procedures.

Directs a program of fire inspections, provides materials and equipment, insures that assigned department members have requisite training, and oversees and reviews the work of subordinate personnel engaged in fire inspections. Directs a program of pre-fire planning in order to prepare for rescue and fire fighting operations. Directs a program of fire investigations to determine if fires occurring in the jurisdiction were the result of arson.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, being a qualified elector of the State of Louisiana, and passing a civil service examination for the position.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

After appointment, must become and remain a resident of St. George Fire Protection District.

Must have and associate degree in fire science, fire administration, or a related fire management curriculum or a bachelor's degree in business administration, public administration, fire science, or a related curriculum and at least five (5) years of progressively responsible experience in fire service positions. Fire service experience must include experience in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

OR

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education and at least eight (8) years of progressively responsible experience in fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include experience in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.